2027/28

School Prospectus



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Foreword

Welcome to the 2027/2028 Academic Year. It is indeed a pleasure to partner with you as we strive to providing your child with quality and affordable education in a conducive environment. For the past 30 years, St Mary's Primary School remained committed to producing high-quality learners as shown by the school previous academic performance.

In addition to a functional and practical Strategic Plan, the school has developed a working principle simply known as ***Be CALM and Act*** where CALM is an abbreviation for Compliance, Accountability, Loyalty and St **Mary's** first.

C: **Compliance** to policies, applicable rules and laws that regulate teaching and learning in St Mary's

A: **Accountability**: owning up to one's actions, behaviours and taking full responsibility of one's actions

L: **Loyalty**: deep emotional commitment, trust and dedication to the school

M: St **Mary's** first. Putting our students first and prioritising tasks and goals

ACT: Do something official or concerted to achieve an aim or deal with a challenge.

It is through this principle that the school will continue to strive towards being the best provider of quality primary school education.

Thank You

Headteacher

1.0 Introduction:

St Mary's is a Catholic English Medium Primary School. The school was established by Mrs Louise Mmusi, a seasoned educator in the year 1996. The rationale behind establishing the school was to offer parents with affordable quality primary education in a conducive and safe environment. The school embraces Catholic and general Christian values and ethos to develop a child with high morals and values. In January 2026, a deliberate decision was taken by the school directors to convert the school into a Catholic School in collaboration with the Catholic Diocese of Francistown. The school will instil acceptable behaviour that will make it easy for children to survive in morally decaying society.

2.0 Motto: Forever Onward

The motto of the school is "**Forever Onward**". The school is determined to continuously improve in curriculum delivery, academic performance and in the co-curricular activities. The school remains resolute in ensuring that children improve and continue moving forward all the time. It is a school on the move.

3.0 Vision:

To Provide Affordable, Quality and Nurturing Education centred on Christ's Teachings.

4.0 Mission:

St Mary's Catholic Primary School strives to deliver quality and affordable primary school education in a safe and conducive environment for the academic, physical, moral, spiritual and emotional development of our children.

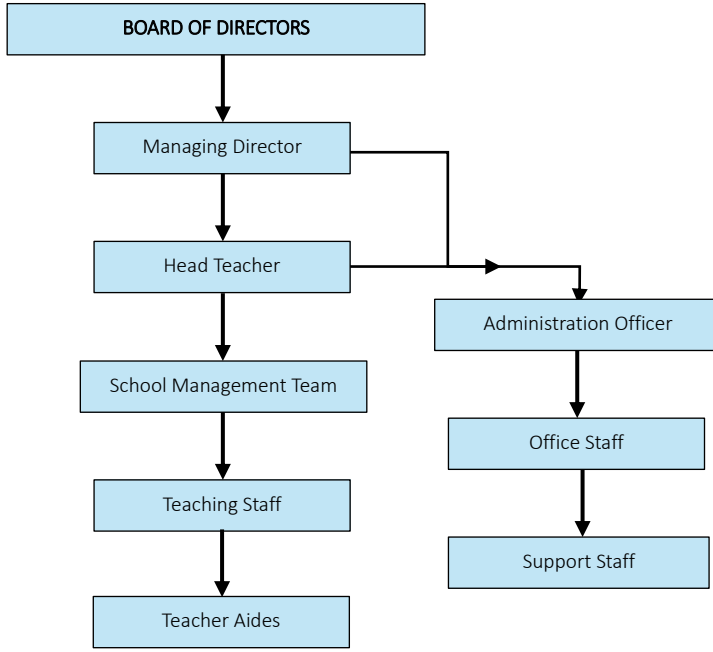
5.0 Values:

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i) Love and Compassion
ii) Faith and Hope
iii) Respect for others and Personal Dignity

iv) Responsibility
v) Kindness
vi) Justice and Honesty
vii) Resilience
viii) Diligence
ix) Love for learning
x) Creativity

6.0 Channels of Communications



7.0 Registration Procedure

a) Registration for Pre-School and Standard 1 is open from September each year. Parents should bring copies of child's birth certificate, an academic report from the last school attended, two passport sized photos of the student

together with a certified copy of Omang of the parents or guardians.

b) Depending on space availability, pupils applying for Standard 2 to Standard 6 may be placed in a waiting list. They will be invited to sit for an assessment test in November.

c) It is the practice of St Mary's that pupils, with exception of classes being full, will not be turned down for spaces. However, the child will be offered a space at the demonstrated competence level, based on the assessment test outcome. For registration purposes, the parent or guardian will complete the registration form and produce a school report and a transfer letter from the last school the child attended, together with a certified copy of the parent's/guardian's Omang.

8.0 Curriculum.

The school follows Botswana Government National Curriculum. In addition, the school summative assessment is provided by Botswana Examinations Council. The Standard 4's are expected to write Attainment Tests and the Standard 7's writes end of primary examinations commonly known as Primary School Leaving Examinations (PSLE).

8.1 Academics

a) Reception/pre-school

Learners can be registered from a minimum age of four (4) years, preferably after completing at least one year of nursery school. Reception is normally a one-year programme. Verbal expression is practiced and encouraged, resulting in increased vocabulary. Increased vocabulary is a pre-requisite for efficient thought process. In addition, pupils under the guidance of Class Teachers and caregivers quickly acquire foundational skills for acceptable behaviour, leading to personal conduct which is conducive to learning and community belonging.

b) Standard 1 to 4

This constitutes the first level of Primary School. Learners begin Standard 1 at the age of 5years. It has been observed that pupils with prior pre-school experience settle in more easily at this level and more likely to perform well. At least one year of pre-school education prior to Standard 1 is highly recommended. During this level, the curriculum offers the following subjects:

- Mathematics
- English
- Setswana
- Cultural Studies
- Environmental Studies
- Creative and Performing Arts(CAPA)
- Physical Education
- Information and Communication Technology(ICT)

Learners are expected to sit for an Attainment Examination on completion of this level at Standard 4. It is in the best interest of continued successful learning that a pupil proceeds to upper primary school upon passing the attainment test.

b) Standard 5 to 7

At this level learners prepare for Primary School Leaving Examinations (PSLE). The curriculum offers the following subjects:

- English Language and Grammar
- Setswana Language and Grammar
- Mathematics
- Science
- Social Studies
- Agriculture
- Religious Moral Education
- Creative and Performing Arts(CAPA)
- Physical Education
- Information and Communication Technology(ICT)

c) Progression from one stage to another

At St Mary's, we continually assess the performance of our learners. Where a learner does not satisfy progression requirements to the next level, parents will be consulted to discuss how best to handle respective cases going forward. In such instances, the school may recommend that the learner repeat the standard or be taken for educational assessment to try and establish the cause of the learning difficulty. The action adopted is one reached through joint agreement with parents/guardians.

Parents are encouraged to take into consideration both the chronological and mental ages of children and not be influenced by chronological age alone. A decision of progression of a child must be informed by a thorough weighing of implications for the continued academic development of the child both in the current and in the long term.

d) Physical Education and Basic Computing

Learners participate in weekly physical education lessons as part of the Creative and Performing Arts (CAPA) syllabus. This form of supervised play aims to complement the subject theory, while at the same time, developing correct sporting attributes and building up a positive energy and attitude during play.

Learners (Std 2 to 7) are introduced to basic computing.

e) Catholic Christian Initiation (Catechism)

Learners, whose parents/guardians have given consent, participate in Catechism classes in preparation for Baptism, first Communion and Confirmation. The school will from time to time, make arrangements with Priests to host Mass (Catholic Church Service). Non-Catholics are welcome to attend Mass but they are not forced to attend.

8.2 Co-Curricular Activities

a) The school offers varied co-curricular activity to augment the Physical Education programme as well as to provide learners with developmental and enhancement programmes.

b) Each child is expected to participate in at least one co-curricular activity. The following activities are offered as part of the school curriculum:

- Athletics
- Football
- Netball
- Volleyball and hockey
- Basketball
- Chess
- Mmele
- Spelling Bee, Debate and Public Speaking
- Dance
- Traditional Dance

c) There are other activities that are offered by external service providers. These include but are not limited to swimming, karate, ballroom dance and others. The school management acts as liaison between parents and the service providers.

9.0 Assessment

a) Formative Assessment: this type of assessment forms part of the normal learning processes. This includes monthly tests, quizzes and normal question and answers sessions during lessons. This type of assessment helps the teacher to provide ongoing feedback allowing them (teachers) to adjust teaching methods.

b) Summative Assessment: Evaluates the learners at the end of an academic year and in the case of Standard 7, the PSLE exams act as the final summative assessment for learners.

10.0 Homework and Guided Coaching

It has been demonstrated over the years that successful learners are those whose parents/guardians actively engage in their child's learning processes. Taking this into account, and considering that the primary aim of education is to ground the child well on the foundations of learning; parents and guardians are urged to:

- Encourage a child to engage in short practice exercises including numbers, reading and free writing
- Discuss with the teacher to find out the specific support needs of your child.
- Check daily whether the learner is assigned homework.
- Allocate time and a comfortable place for practice exercises, revision and completion of homework.
- Check homework, while working through challenging areas with the learner
- Avoid giving answers.
- Encourage learners to try and try again
- Please sign for the completed homework.

a) The idea is not for homework to be correct but rather that the learner makes a concerted effort or attempt. This process enhances specific skills and develops relevant learning attributes.

b) Where learners are not assigned homework, parents/guardians are requested to spend some time listening to a learner read a story book or to read to the learner. Reading is necessary for the development of:

- Building vocabulary
- Thinking
- Spelling
- Comprehension
- Analytical skills

c) Once the learner's comprehension skill is developed, they will be equipped to cope in all other subject areas. Reading especially in English, goes a long way in laying the groundwork for creating first class students.

11.0 Staffing

St Mary's boasts of highly skilled and qualified teaching and non-teaching staff to ensure that children continue to enjoy quality education in a safe and conducive environment.

12.0 School Fees

Our aim at St Mary's is to keep school fees affordable. It is our belief that by so doing, more parents will continue to provide quality education for the benefit of their children. The school must, however, balance this idea with the need to adequately attract, retain and award competent qualified staff, acquire needed resources, including teaching aids and books.

a) Registration Fee:

This is a once off non-refundable fee of P250.00 (Two hundred and Fifty Pula). It is paid upon first registration of a learner at the school. Please note that learners coming back/returning to St Mary's will not be required to pay the registration fee. This may be reviewed from time to time.

b) Development Fee:

A once-off development fee of **P1,000.00 (One Thousand Pula Only)** is paid upon first registration of the learner at the school. Returning students (re-admission) will not be required to pay the development fees.

c) Tuition Fees: January 2027 to December 2027

Pre-School:	**P 4,950.00**	Per Term (3 terms)
	P 14,850.00	Annual
Standard 1 to 6:	**P 6,050.00**	Per Term (3 terms)
	P 18, 150.00	Annual
Standard 7:	**P 9,075.00**	To be paid in two (2) Terms. Term 1 and Term 2
	P 18,150.00	Annual

d) FEE POLICY:

To make payment of fees manageable, parents are expected to pay in instalments following the schedule below:

- **50% of term fees by the end of the first month of term**
- **100% of term fees by the end of the second month of term**

Non-compliance to the schedule above will result in the removal of children from class.

13.0 Feeding Policy:

a) Break Snack: Please provide your child with adequate and appropriate snacks, a fruit, fruit juice and a water bottle.

b) Lunch Snack: For lunch, please provide a protein-filled sandwich (egg, tuna, chicken or cheese sandwich) accompanied by a fruit juice or fruit.

c) All Pre-School, Standard 1 and 2 learners are all required to have their lunch in the school dining facility at a fee of P1,100.00 per term (P 3,300.00 annually). Parents of children in Standard 3 to 6 who would like their children to have meals in the school dining facility are required to pay P1,100.00 to the school bursar.

14.0 Transport

The school runs a limited transport service, collecting learners from specific points in and around Gaborone and dropping them off at the end of the school day. The school buses are almost always full, however enquiries for seats are to be directed to the school bursar who can place applicants on a waiting list and allocate seats when they become available.

a) For this service, the school charges P2,200.00 (Two Thousand Two Hundred Pula) per term.

b) The school has over the years joined hands with other transport providers to be able to cater for the transportation needs of

learners. For a list of approved transport contractors and their contact details, please contact the School Bursar.

15.0 School and Sports Trips

From time to time, class teachers will arrange for educational tours to give pupils a practical appreciation of a topic covered in the syllabus. Pupils participating in sports activities regularly go for inter-school sports activities. For the most part such travel is limited to day trips. In each case, written notice will be given to parents prior to the event. Where a fee or levy is required to cover the costs, this shall also be communicated.

16.0 Fund Raising Activities

Each Term, the school schedules fund raising activities as well as entertainment events that encourage creative participation. Events include but not limited to: Talent shows, Civvies days, Sports days, Sponsored Walk, Fancy Dress, Family Fun Day and others.

On such occasions, parents will be formally notified so that they may provide learners with sufficient pocket money to pay the charges placed and to buy from stalls set up that day. Funds raised are used to improve the curriculum delivery by the school.

17.0 School Hours

- First Week and last Week of Term: 0730 to 1230hrs
- Monday to Thursday 0730 to 1530hrs
- Fridays 0730 to 1230hrs

a) At the end of the school day, learners are supervised by teachers while awaiting collection by buses and parents. It is a school requirement that all learners are collected by 1630hrs on Monday to Thursday and by 1400hrs on Friday.

b) Leaving learners for any significant time after school is discouraged as children spend a long time in school. Learners left uncollected after the stipulated time will be taken to the nearby police station as teachers have to go to their homes after work.

18.0 Books and Stationery

a) The school provides text and reading books for use by learners. Learners are generally encouraged to take books home for extra work and to complete homework/assignments. However, all books must be returned to school, and any lost or damaged books must be reported to the class teacher as soon as possible. At the end of each term, learners are required to return text and reading books as these books remain the property of the school.

b) Parents are required to provide their children with stationery (exercise books, pens, pencils etc) as prescribed by the class teacher. Parents will be provided with a list of required stationery.

c) All books including exercise books should be covered with a brown/khaki cover and a plastic cover.

d) If a learner loses a school text or reading book, they are required to pay for it. The supplies officer will notify the parent/guardian in writing of replacement costs involved.

19.0 Communication

a) **Parents/Guardians Consultation days**: Once a term, parents will be invited to attend a consultative meeting. The aim of these meetings is for the teachers to communicate aims and commitments for the year, state requirements and establish the groundwork for working hand in hand with parents. These will be scheduled and formally communicated by the start of each year.

b) **Consultation with Class Teachers:** Parents are urged to maintain open and regular contact with the Class Teachers. Parents are therefore encouraged to come to school and meet with the Class Teachers and the Stream Leaders/Senior Teachers in charge of the stream. Prior arrangements are preferred. The Head Teacher and the School Administrator remain on call to meet with, listening to and attending to queries and questions as may arise.

c) **Open Days:** The school hosts open days at the end of each term, which parents are expected to attend. On these occasions,

parents have the opportunity to collect their children reports, seek clarity on both the report and the learner's performance.

20.0 Other Means of Communication

a) The school prospectus is updated biennially (every two years) for information of newly registered parents. For the most part, it serves to inform parents who are considering bringing the children to St Mary's.

b) Formal Letters from the Headteacher's desk are compiled and circulated to parents at the beginning and end of each term. These letters often contain new or important information which needs to be emphasized.

c) Impromptu Memos will be issued signed by the Headteacher, reminding parents or informing parents of upcoming events or other activities

d) Teachers will form WhatsApp groups which will be used to share vital information. Parents are encouraged and required to provide class teachers with WhatsApp telephone numbers that are in use

21.0 School Uniform

There is a uniform store on the school premises, from which uniform clothing may be purchased. Other items of uniform such as grey pants and white shirts are readily available in retail stores. The table below outlines both the items of uniform and the days on which they are worn:

DAYS	GIRLS	BOYS
Monday	• Sleeved dress • White socks • Black school shoes	• Grey Trousers • White shirt • Grey socks • Black school Shoes
Tuesday	• Grey Skirt • White Shirt • White Socks • Black School Shoes	
Wednesday	• Sleeveless Dress • White Shirt • White Socks • Black School Shoes	
Thursday	• Grey Slacks • White Shirt • White Socks • Black School Shoes	
Friday	• Sleeved dress • White socks • Black school shoes	
Cold Days: • Black Jersey		
Winter Days • Blue Track Suits • White Polo Neck • Black School Shoes		
Physical Education Days • White Shorts • Blue of white T-shirts • White socks • Trainer shoes black or white		

a) St Mary's hair policies ensure student's safety, hygiene, and a focused learning environment. Hair should be neatly styled, shoulder-length hair to be tied back for safety, and braids to be kept out of the eyes. Extreme styles, unnatural dyes, and intricate patterns are usually restricted

b) Braids should be straight and shoulder length. Avoid curly braids

c) Dread locks should be clean, cared for and shoulder length.

d) Hair colour, colour of accessories should be restricted to black or white.

22.0 School Regulations:

Since character formation is our supreme aim, it is important that self-respect values, respect for others, obedience, honesty, patience and self-control are upheld by all pupils.

1.	Bullying, use of bad language and fighting is not tolerated in the school
2.	Pupils are expected to always be punctual
3.	Pupils should keep the school grounds and classrooms clean. Natural resources in our school should be taken care of.
4.	Pupils should work hard at their lessons and show commitment in all they do including homework
5.	Pupils must dress smartly in appropriate uniform as stipulated in the schedule herein.
6.	Pupils should not bring any gadgets (electronic or otherwise) to school as they may distract the teaching and learning processes in the classroom.
7.	Pupils should be seated when eating
8.	Pupils are encouraged to conserve water by using cups or water bottles
9.	Pupils should keep their hair groomed and neat long braids should be tied neatly with a black or white hair band.
10.	For their safety, pupils should not run or play in the corridors

Behaviour and Discipline Policy

a) This policy aims to develop and sustain positive and disciplined student's behaviour. Schools are established for the benefit of all students; therefore, any student's behaviour that disrupts the education process or infringes upon the rights of others will not be tolerated.

b) All behaviours that are unacceptable will be handled at class teacher level or at the stream leader's level. Any serious misbehaviours will warrant for the parent to be informed and to be called to the school. The regulations listed above should guide the pupils in their behaviour.

23.0 Health

Should the learner fall sick or get injured while in school, the parents will be notified immediately. The school has a Sick Bay where the learner can be cared for by teacher aides while waiting for the parents to come or for the child to get better.

If the learner's illness is serious, the learner will be sent to the nearest clinic and the parent notified.

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